

3 FAM 7470

ABSENCE WITHOUT LEAVE (AWOL)

(CT:PER-678; 06-22-2012)
(Office of Origin: HR/OE)

3 FAM 7471 DEFINITION

(TL:PER-237; 1-1-95)
(Uniform State/USAID/USIA/Commerce/Agriculture)
(Applies to Foreign Service Nationals Only)

Absence without official leave is a non-pay status and means any absence from duty which has not been approved in accordance with the provisions of applicable regulations and policy.

3 FAM 7472 POLICY

(TL:PER-237; 1-1-95)
(Uniform State/USAID/USIA/Commerce/Agriculture)
(Applies to Foreign Service Nationals Only)

- a. When an employee is absent from duty other than on authorized leave which has been approved in advance, the absence will be charged as absence without leave and pay will be forfeited for the entire period of such absence.
- b. If the employee can offer a satisfactory explanation, the approving officer may alter the charge to annual leave, sick leave, leave without pay, or other appropriate leave category. However, if the employee is unable to justify the absence, the charge to absence without leave will remain. If the circumstances warrant, disciplinary action may be taken.

3 FAM 7473 THROUGH 7479 UNASSIGNED